

March 24, 2010

**Office of the County Attorney
Agency Assignments**

I. Agency/Matter Assignments

	<u>Agency</u>	<u>Principal Counsel</u>	<u>Backup Counsel</u>
1.	Animal Services Division (Police Department)	Snoddy	Nicholas
2.	Animal Matters Hearing Board	Windle	Lattner
3.	Bethesda Urban District Corporation	Fisher	Melnick
4.	Board of Appeals	Jay	Lattner
5.	Board of Investment Trustees	Moskowitz	Lattner
6.	Chief Administrative Officer - Contract Disputes	Lattner	Hansen Hansen
7.	Charter Review Commission	Hansen	Lattner
8.	Commission for Women	Lloyd	Ghahhari
9.	Community Use of Public Facilities	Royalty	Lattner
10.	Consumer Protection - Commission on Common Ownership Communities	Lloyd Wilson	Wilson Gaul
11.	Contract Review Committee - Solicitation Appeals/contract dispute	Melnick Lattner	Henry Hansen
12.	County Council	Hansen	Royalty/Lattner
13.	Corrections and Rehabilitation	Stevenson	Lattner

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14.	Criminal Justice Coordinating Commission	Stevenson	Lattner
15.	Economic Development	Fisher	Royalty
	- Life Science Center	Fisher	Royalty
	- TDR	Gaul	Royalty
	- Agricultural Easements	Gaul	Royalty
	- Workforce Investment Bd.	Foncannon	Fisher
16.	Environmental Protection	Wilson	Spicer
	- Solid Waste	Brooks	Savage
17.	Ethics Commission	Lattner	Hansen
18.	Finance	Foncannon	Markovs/Henry
	- Debt Collections	Stoner	Savage
	including personal property and miscellaneous taxes		
	- Recordation Tax	Foncannon	Markovs/Henry
	- Risk Management	Via	Litigation Division
	including MOSH investigations and citations		
19.	Fire and Emergency Services Commission	Melnick	Henry
20.	Fire and Rescue Services	Lamson	Wilson
21.	General Services	Henry	Melnick/Foncannon
	- Procurement	Melnick	Foncannon/Henry
	- Real Estate Services	Royalty	Thompson/Gaul
	(leases, contract acquisitions, disputes, disposition)		
	- Construction	Markovs	Melnick/Foncannon
	- Fleet Services	Henry	Foncannon
	- Facilities and Services	Henry	Markovs
22.	Health and Human Services	Evans	HHS Division
	- Children, Youth and Family Services	Shapero	Evans

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	- Behavioral Health & Crisis Services	Kinch	Evans
	- Aging and Disabilities Services	Odick	Evans
	- Public Health	Kinch	Evans
	- Special Needs Housing	Odick	Evans
	- Administrative Appeals	Schulz	Evans
	- Americans w/ Disabilities Act (ADA)	Windle	Lattner
23.	Historic Preservation Commission	Ghahhari	Spicer
24.	Homeland Security	Lloyd	Wilson/Savage
25.	Housing and Community Affairs	Gaul	Thompson
	- Commission on Landlord/Tenant Affairs		
	complaints	Ghahhari	Lloyd
	license appeals	Ghahhari	Lloyd
	- Office of Landlord/Tenant Affairs	Ghahhari	Lloyd
	- MPDU Program	Ghahhari	Lloyd
26.	Human Rights Commission	Lattner	
27.	Human Resources	Lattner	
	- EEO	Windle	Stevenson
	- Occupational Medical	Windle	Stevenson
	- Recruitment & Staffing	Windle	Stevenson
	- Training & Development	Windle	Stevenson
	- Records	Windle	Stevenson
	- Classification & Compensation	Windle	Stevenson
	- Labor Relations	Snoddy	Lattner
	- Benefits and Retirement	Moskowitz	Stevenson/Lamson
28.	Inspector General	Lloyd	Savage
29.	Intergovernmental Relations	Hansen	Lattner

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30.	Libraries	Royalty	Lattner
31.	License Commissioners	Lloyd	Savage/Spicer
32.	Liquor Control	Melnick	Wilson
33.	Management and Budget	Hansen	Royalty
34.	Merit System Protection Board	Henry	Lattner
35.	Planning and Implementation	Royalty	Gaul
36.	Permitting Services	Spicer	Savage
	- Stormwater Management	Spicer	Wilson
	Agreements		
	- Well and Septic	Spicer	Wilson
37.	Police	Snoddy	Lattner
	- Internal Affairs	Hinrichs	
38.	Procurement		
	- Solicitation/Contract Formation	Melnick	Foncannon/Markovs/ Henry
	- Contract Admin./Contract Disputes	Melnick	Foncannon/Markovs
	- Construction Contract Disputes	Markovs	Foncannon
39.	Public Information Office	Lattner	Hansen
40.	Recreation	Wilson	Savage
41.	Regional Service Centers	Royalty	Hansen/Thompson
42.	Revenue Authority	Fisher	Royalty
43.	Rockville Judicial Center	Fisher	Royalty
44.	Special Assistant to County Executive for Boards,	Hansen	Lattner

Committees, and Commissions

45.	Supervisors of Elections	Lattner	Royalty
46.	Technology Services - Cable TV/Telecom/FCC	Ashbarry Royalty	Melnick/Henry Fisher
47.	Transportation - Right of Way Franchises and telecommunications leases/licenses - Taxi cabs - M-NCPPC Park Acquisition	Royalty Royalty Henry Thompson	Thompson/Willis Gaul/Fisher Ghahhari, Nicholas, Lloyd (hearings) Gaul
48.	Volunteer Center	Henry	Lattner
49.	Wheaton Redevelopment	Fisher	Royalty
50.	Zoning & Land Use - Staff Screening Committee - Master Plan Review - Local and Sectional Map Review and Appeals	Royalty Royalty Royalty Royalty	Gaul Gaul Gaul Gaul

Agency Counsel - General Description of Duties

- A. Provide timely legal services to the agency.
- B. Act as liaison between agency and Office of County Attorney.
- C. Refer agency work involving a practice area to appropriate Lead Attorney.
- D. Consult with or refer (as appropriate) agency work to appropriate Resource Attorney.
- E. Consult with back-up counsel to insure that back-up counsel is able to function as counsel to the agency in event agency counsel is temporarily unavailable.

Backup Counsel

Provides assistance to agency counsel on temporary basis (e.g. when agency counsel is on leave or temporarily unavailable because of extraordinary work load).

II. Practice Areas

	<u>Area</u>	<u>Lead Attorney</u>	<u>Practice Group Members</u>
1.	Admin. Appeals to Bd. of Appeals	Spicer	Wilson
2.	Code Enforcement	Savage	Savage, Spicer, Lloyd, Thompson, Ghahhari, Brooks
3.	Condemnation Cases	Royalty	Burdette, Willis, Birenbaum
4.	Debt Collection	Stoner	Savage
5.	Personnel Administrative Hearings and related Circuit Court appeals (grievances, HRC (employment), disability arbitration)	Lattner	Lamson, Windle, Snoddy, Hinrichs, Stevenson, Moskowitz
6.	Procurement Contracts	Melnick	Wilson, Potisk, Foncannon (Finance), Ashbarry, Markovs, Henry
7.	Workers' Compensation	Karpel	Beamer, Nicholas

Lead Attorney - General Duties

- A. Assign work to attorneys in the Practice Group on a basis approved by the Division Chief.
- B. Provide periodic management reports to the Division Chief on status of work in the Practice Area.
- C. Provide guidance as necessary to attorneys in the Practice Group.

III. Area of Concentration

<u>Specialty</u>	<u>Resource Attorney</u>
1. Employee Benefits and Retirement	Moskowitz
2. Environmental Law	Wilson/Brooks
3. Fair Labor Standards Act	Lamson
4. Federal Taxation	Moskowitz
5. HIPPA	Windle
6. Legislative Drafting	Hansen
7. Open Meetings Act	Hansen/Lattner
8. Opinions & Advice	Hansen
9. Public Information Act	Lattner

Resource Attorney - General Duties

- A. Responsible for consulting with and reviewing the work product of other attorneys involving the subject matter of the Resource Attorney's area of concentration.
- B. Responsible for keeping current of developments in the Resource Attorney's area of concentration.